



**CITY OF ROCKVILLE
ROCKVILLE, MARYLAND**

**INVITATION FOR BID NO. 33-06
FURNISH, ERECT, AND INSTALL BIKE ROUTE SIGNS
AT VARIOUS CITY OF ROCKVILLE LOCATIONS**

Sealed bids in duplicate addressed to the City of Rockville, Maryland for **FURNISHING, ERECTING, AND INSTALLATION OF BIKE ROUTE SIGNS AT VARIOUS CITY OF ROCKVILLE LOCATIONS** will be received at the Purchasing Division, Rockville City Hall, 111 Maryland Avenue, Rockville, Maryland 20850 until **2:00 P.M., Wednesday, July 12, 2006.**

The bidder assumes full responsibility for the timely delivery of a bid to the designated location. Bids delivered to any other office or location will not be considered. All bids will be publicly opened after the time set for receipt of bids and read aloud in the Mayor and Council Chambers, 3rd floor, City Hall at the same address.

SUBMISSION OF BID

Bid proposal forms in duplicate shall be submitted in a sealed envelope. The face of the envelope shall contain the date and time of the bid opening and the bid number.

BID DOCUMENTS

Bid documents may be obtained between the hours 8:30 a.m. - 5:00 p.m., weekdays, from the Purchasing Department, City Hall, 111 Maryland Ave, Rockville, Maryland 20850. There is a non-refundable charge of \$15 per set.

PROJECT DESCRIPTION

The project consists of furnishing, erecting, and installing bike route signs of 080 aluminum mounted on galvanized u-channel posts or on existing posts or light poles and furnishing, erecting, and installing Shared Use Path Destination Signs as directed by the City of Rockville.

AWARD

Award will be made to the lowest responsive and responsible bidder complying with all provisions of the Invitation For Bid, provided the bid prices are reasonable and in the best interest of the City to accept.

BID BOND

A bid bond in the amount of 5% of the total bid amount must be submitted with the bid.

PERFORMANCE & PAYMENT BONDS

The successful bidder will be required to submit Performance and Payment Bonds in the amount of 100% of the contract amount.

AGREEMENT

The successful bidder will be required to complete a two-party standard form of agreement. See sample agreement attached.

TECHNICAL CONTACT

Technical questions should be addressed to Ms Carrie Sanders, Transportation Planner, telephone (240) 314-8627 or e-mail: csanders@rockvillemd.gov.

CONTRACTUAL QUESTIONS

Contractual questions should be addressed to Bill Boobas, Purchasing Supervisor, telephone (240) 314-8430, or e-mail: bboobas@rockvillemd.gov.

ADDENDUMS POSTED ON CITY WEBSITE

Addenda will be posted on the City's website (www.rockvillemd.gov). Bidders are responsible for checking the City's website periodically for addenda. Verbal explanations or instructions given by a City employee to a bidder will not be binding by the City. Information given to a bidder, in response to a request, will be furnished to all bidders as an addendum to these specifications if such information is deemed necessary for the preparation of bids, or if the lack of such information would be detrimental to the uninformed bidder. Such addendums will be considered binding only when issued by the City's Purchasing Division.

INSURANCE

The successful bidder shall be required to furnish certificates of insurance.

LIQUIDATED DAMAGES

The successful bidder shall be subject to payment of liquidated damages in the amount of \$400 per calendar day for failure to complete the work on time. Please refer to paragraph 28 of the General Conditions and Instructions To Bidders.

MODIFICATION TO GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

Reference is made to paragraph 33, "Specifications" on page T&C 4 of the General Conditions and Instructions to Bidders. Please delete sub-paragraph numbers 2, 3, and 4 of paragraph 33.

NOTICE TO BIDDERS

Companies not incorporated in the State of Maryland must be in compliance with the State of Maryland Code of Regulations Title 21, State Procurement Regulations in order to enter into a contract with the City. "Pursuant to 7-201 et seq of the Corporations and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in the State. Before doing any intrastate business in this State, a foreign corporation shall qualify with the Department of Assessments and Taxation." Within the State of Maryland please call 1-888-246-5941. Companies located outside Maryland should call 1-410-767-1006, or e-mail: charterhelp@dat.state.md.us.

US TREASURY IDENTIFICATION NUMBER

Bidders must supply with their US Treasury Department Employers' Identification Number as such number is shown on their Employers' Quarterly Federal Tax Return (US Treasury Department Form No. 941). This number shall be inserted on the Bid Sheet in the space provided.

Bidders must be qualified to bid in the State in accordance with Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

DISABILITY INFORMATION

ANY INDIVIDUALS WITH DISABILITIES WHO WOULD LIKE TO RECEIVE THE INFORMATION IN THIS DOCUMENT IN ANOTHER FORM MAY CONTACT THE ADA COORDINATOR AT 240-314-8100, TDD 240-314-8137